

Beverly J. Walker Acting Director

April 1. 2018

The Honorable Bruce Rauner, Governor State of Illinois 207 State Capital Springfield, Illinois 62706

Dear Governor Rauner:

The State Service Assurance Act, Public Act 95-707, passed in November 2008, requires each state agency to report to the General Assembly, annually their staffing level of bilingual employees.

Please find the enclosed report of bilingual employees currently employed by the Department of Children and Family Services. Establishing positions with multilingual options and incorporating multilingual skills into existing positions allows our agency to provide better services more effectively to our clients and the public. On June 30, 2007, the Department had 154 bilingual frontline staff. Therefore, it is required by the Act to maintain a bilingual staffing level of 194, 40 additional positions. However, the Department's number of bilingual staff on March 31, 2018 was 156. We have decreased bilingual direct staff by 22 since last year's record number of 178; this is due to the number of bilingual senior staff retiring and transfers to other state agencies. However, in the past month we have hired 8 bilingual direct service caseworkers with more interviews scheduled. We are actively working to hire more bilingual frontline staff to come into compliance and meet the communication needs of the families we serve.

The Department is under the Burgos Consent Decree that requires that we provide services in Spanish to Spanish Speaking clients and families. We also comply with the Presidential Executive Order 13166 signed by President Bill Clinton that requires agencies receiving federal funds provide access to language services for all languages to clients.

Should you have any questions or need additional information, please contact Lourdes M. Rodriguez, Statewide Burgos Consent Decree Coordinator, LEP Monitor, Office of Affirmative Action at 312/808/5264.



| Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018 | | | | | | |
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| Incumbent | Title | Position Number | Language | | | |
| Milagros Rodriguez | Account Technician | 00115-16-20-132-21-99 | Spanish | | | |
| Susan Alejandro | Executive Secretary III | 14033-16-08-000-01-99 | Spanish | | | |



Illinois Department of CENTRAL MANAGEMENT SERVICES

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| Incumbent | Title | Position Number | Language | | | | |
| Roberto Torres | Child&Fam.Serv. Intern | 07241-16-31-800-05-99 | Spanish | | | | |
| Maria Melagrani | Child&Fam.Serv.Intern | 07241-16-48-930-31-99 | Spanish | | | | |
| Erik Pantoja | Child&Fam.Serv. Intern | 07241-16-47-910-05-99 | Spanish | | | | |
| Brennan Baldwin | Child&Fam.Serv.Intern | 07242-16-49-940-05-99 | Spanish | | | | |
| Hizell Navarro | Child&Fam.Serv. Intern | 07241-16-48-920-41-99 | Spanish | | | | |
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Beverly J. Walker Acting Director

Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018

| Incumbent | Title | Position Number | Language |
|------------------------|-----------------------------|-----------------------|----------|
| Orlando Arroyo | Child Protection Specialist | 07163-16-33-400-21-99 | Spanish |
| Celmir Bolanos Ayala | Child Protection Specialist | 07163-16-47-300-21-99 | Spanish |
| Carolina Bono | Child Protection Specialist | 07163-16-49-300-11-99 | Spanish |
| Yvette Birrell | Child Protection Specialist | 07163-16-49-400-81-99 | Spanish |
| Deisy Anaya | Child Protection Specialist | 07163-16-48-930-41-99 | Spanish |
| Analia Cordorda | Child Protection Specialist | 07163-16-33-600-21-99 | Spanish |
| Erika Diaz | Child Protection Specialist | 07163-16-48-920-21-99 | Spanish |
| Esther Cordova | Child Protection Specialist | 07163-16-49-300-11-99 | Spanish |
| Elisa Corona | Child Protection Specialist | 07163-16-47-200-71-99 | Spanish |
| Richard Delahaza | Child Protection Specialist | 07163-16-47-200-31-99 | Spanish |
| Leticia Arroyo | Child Protection Specialist | 07163-16-48-930-21-99 | Spanish |
| Jessica Furio | Child Protection Specialist | 07163-16-33-500-31-99 | Spanish |
| Susy Bonilla | Child Protection Specialist | 07163-16-48-930-81-99 | Spanish |
| Arturo Heredia | Child Protection Specialist | 07163-16-47-300-31-99 | Spanish |
| Milagros Acosta | Child Protection Specialist | 07163-16-48-930-31-99 | Spanish |
| Julia Corral | Child Protection Specialist | 07163-16-48-930-51-99 | Spanish |
| Aracely Madrigal | Child Protection Specialist | 07163-16-48-930-21-99 | Spanish |
| Yadira Mazon | Child Protection Specialist | 07163-16-48-920-31-99 | Spanish |
| Maritz Barajas | Child Protection Specialist | 07163-16-47-920-11-99 | Spanish |
| Maribel Rodriguez | Child Protection Specialist | 07163-16-47-920-41-99 | Spanish |
| Zulema Ortiz | Child Protection Specialist | 07163-16-33-500-41-99 | Spanish |
| Ada Perez-Almathaseb | Child Protection Specialist | 07163-16-47-210-05-99 | Spanish |
| Enrique Pimental | Child Protection Specialist | 07163-16-47-920-21-99 | Spanish |
| Vanessa Gomez | Child Protection Specialist | 07163-16-47-910-31-99 | Spanish |
| Claudia Ramos | Child Protection Specialist | 07163-16-33-400-21-99 | Spanish |
| Guadalupe Toledo | Child Protection Specialist | 07163-16-47-910-31-99 | Spanish |
| David Ruano | Child Protection Specialist | 07163-16-49-300-11-99 | Spanish |
| Mariella Callejas | Child Protection Specialist | 07163-16-48-920-31-99 | Spanish |
| Enoe Napoles | Child Protection Specialist | 07163-16-48-920-41-99 | Spanish |
| Miguel Sandoval-Garcia | Child Protection Specialist | 07163-16-48-100-21-99 | Spanish |
| Imara Negron | Child Protection Specialist | 07163-16-33-510-21-99 | Spanish |
| Sylvia Torres | Child Protection Specialist | 07163-16-47-920-31-99 | Spanish |
| Eulalia Rodriguez | Child Protection Specialist | 07163-16-33-700-81-99 | Spanish |
| Hector Vasquez | Child Protection Specialist | 07163-16-32-300-11-99 | Spanish |
| Katherine Monrouzeau | Child Protection Specialist | 07163-16-33-600-71-99 | Spanish |
| Maria Paredes | Child Protection Specialist | | Spanish |

| Flora Amezcua | Child Protection Specialist | 07163-16-33-500-91-99 | Spanish |
|------------------|-----------------------------|-----------------------|---------|
| Lissette Bonilla | Child Protection Specialist | 07163-16-48-920-41-99 | Spanish |
| Madeline Lopez | Child Protection Specialist | 07163-16-31-100-61-99 | Spanish |



Illinois Department of CENTRAL MANAGEMENT SERVICES

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| performani | ce evaluations; effectively recommen | iding and imposing disciplinary action and a | adjusting grievances for the incumbent of this position.) | |
| | | | WORKING TITLE (IF ANY) | \dashv |
| Public Ser | vice Administrator 3701 | 5-16-31-100-60-99 | Investigations Team Supervisor | |
| 18. CHECK TH | E APPROPRIATE BOX IF THIS PO | SITION IS A: | | |
| | RVISOR OR LEAD WORK | | | |
| | | | duly statement(e) with a time percentage(e) affoliad. | |
| If a box w | an checked above, list position litte, p | position mumber, and mumber of subordinal | te incumbents or authorized funded headcount: | |
| | Fosition Title | Position Number | No. of incumbent or Funded Vacancies | = |
| | | | | |
| | | | | |
| OF THE WOR | K OF THIS POSITION, NOTE: SIN | Thes, licensure or certification Ce there are now several option The phrase "Same as specification | NECESSARY FOR THE SUCCESSFUL PERFORMANCE BY SIGLES AND ASSESSED AND LICENSURE OR | |
| Preferably | requires a master's degre | e in social work and two years | of directly related professional experience; | |
| or requires | s a master's degree in a r | elated human service field and | I two years of directly related professional | |
| | | | four years of directly related professional vice field and four years of directly related | |
| | | | ense, deliy access to an automobile, and | |
| proof of ve | ehicle insurance; requires (| physical, visual, and auditory al | bility to carry out assigned duties; requires | |
| ability to s | peak and write Spanish et | a coloquial skill level. | | |
| Directly re | lated professional experien | ica includes casework/case me | nagement experience related to family | _ |
| preservati | on or family reunlification, a | idoption, youth development, co | ounseling, and advocacy services or a relai , and the degree program in social work m | be. |
| | ed by the Council on Socia | | and the degree program in event WUIN III | |



| Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018 | | | | | |
|---|--------------------------|-----------------------|----------|--|--|
| Incumbent | Title | Position Number | Language | | |
| Carlos Acosta | Child Prot. Advanced Sp. | 07161-16-33-200-41-99 | Spanish | | |
| Mary Marban | Child Prot. Advanced Sp. | 07161-16-49-400-41-99 | Spanish | | |
| Melina Pantoja | Child Prot. Advanced Sp. | 07161-16-33-400-61-99 | Spanish | | |
| Theresa Reyes | Child Prot. Advanced Sp. | 07161-16-33-600-41-99 | Spanish | | |
| Sergio Valiente Vasquez | Child Prot. Advanced Sp. | 07161-16-33-700-81-99 | Spanish | | |



Illinois Department of CENTRAL MANAGEMENT SERVICES

| 1. POSITION TITE | LE . | | W | DRIGNG TITLE | (IF ANY) | Salvigue Costs | - 6 | | 2. POS | ITION NU | MOER | | |
|--------------------------------|--|---|------------------------|--------------------------------|----------------------------|-------------------|--------|---|---------|-----------|-------------------------|-----------|-----------|
| | | | | | | | | | | | | | |
| Child Projection | on Advan | ced Spec | | | E 22 | 29 | | SS | 0716 | 1-16-3 | 1-100 | -61-99 |) |
| 3. AGENCY | | | | 4. BUREAU DI | MISION | | | | COL | COUNTY | ALTOL | BAUDIT | E correct |
| Estating Position | | | | | | 18 | | | | | | | |
| Handerton Person | | | | | | | 7 | _ | | _ | - | 1 | |
| Children & Fr | amily Se | ervices | | Northern R | egion | | | | 0 | 101 | Y | R | |
| 10. SECTION Brising Pareton | | | -+ | 11, UNIT | | | _ | | 12,7700 | SACTION C | XX 1 | 1 SYLC | |
| Pierofferdant Pagents | | | _ | | | | _ | | | | L | 10-10 | 0-13 |
| Child Protect | юп | | 1 | | | | | - 3 | | | | | |
| 14. WORK LOCA | TION | | | 15. BARGAININ | KG/TERM CC | DE | | Pulan Escript | | 29 CLARS | T CODE ION NUM FY | BER CHAN | |
| | | | | | | | ;=,/k) | | | 28 WORK | COUNT | SHIICAL C | HANGE |
| Rackford | C MOSt / | | | | | | | DOST ABOLISH CT49 DOWNWARD REALLOCATION CT50 LATERAL REALLOCATION CT50 UPWARD REALLOCATION | | | TON | | |
| % OF TIME | 18. CO | APLETE, CURP reneral direct | RENT AN | DACCURATE | STATEME | NT OF PO | SIT | ONES | RENTIAL | FINCT | DNG. | | |
| 25% 25% | and/or less experienced child protection staff; reviews new reports to determine investigative issues involved and investigative response actions required; conducts complex investigation activities on difficult reports assigned to the team; assigned to 24 hour "on cail" duty, as necessary, in addition to normal assignments; on a rotating basis, serves as supervisor in the supervisor's absence; translates and interprets, both orally and in writing, for Spanish speaking clients. 1. Mentors tower level and/or less experienced specialists, providing guidance, direction, and consultation on investigative activities; provides input and assistance in planning, arranging, and conducting orientation and training programs for staff; reviews documentation of investigative contacts prepared by lower level investigative staff for content of information gathered and other contacts that should have been made; consults with supervisor concerning training needs for individual staff based upon such reviews. 2. Receives and investigates a full range of CA/N reports, including high profile reports or reports of an advanced complicity level; conducts investigative interviews with reporters, subjects, and other individuals to obtain information for the determination as to whether the report is "Indicated" or "unfounded." | | | | | | | | | | | | |
| | | Arranges for and attends multi-disciplinary and technical staff conferences to assess investigative activities; serves as italson with other disciplines, agencies, and community resources; interprets agency responsibilities to the community; speaks before groups and organizations on the issues of child protection. | | | | | | | is of | | | | |
| 10% | 4. | Translates and available and | nd interp d the pro | vels, both on per completio | aily and in on of form: | writing, fo 3. | ır Sj | enish e | peakin | g clients | regard | ing serv | rices |
| 5% | | On a rotating | | · | | • | | | | | | | |
| 5% | Directs the preparation of and reviews statistical data for the learn and Individuals assigned to the learn for compliance of the data to Department operational guidelines; alerts the supervisor to issue highlighted by the statistical data; recommends to the supervisor changes based upon statistical data. | | | | | | | 881188 | | | | | |
| DIRECTOR OF CAME | SIGNATUR | 1/ / | BALEDY. | SUPERVISOR | SONATURE | 140 | TO | Y HEAD S | CANTURE | | | D | NE . |
| | 0 40 | 1.71.77 | - | - | _ | | | | 111 | 10 1 | | | |

| To Attends and provides input into Department staff meetings with regard to follow-up issues on "indicated" child protection reports; consults with Department permanency staff regarding subsequent investigations on families currently being served by the Department. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. | | | | | | | |
|---|--|--|--|--|--|--|--|
| 7. Attends and provides input into Department staff meetings with regard to follow-up issues on "indicated" child protection reports; consults with Department permanency staff regarding subsequent investigations on families currently being served by the Department. 8. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services. 9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. | | | | | | | |
| changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counselling sessions, police station, etc.) and to necessitate the delivery of client services. 9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 17. POSITION TITLE AND NUMBER OF EMPEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and algority performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.) WORKING TITLE (IF ANY) | | | | | | | |
| 17. POSITION TITLE AND NUMBER OF BANEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and algoring performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incombent of this position.) WORKING TITLE (IF ANY) | | | | | | | |
| WORKING TITLE (IF ANY) | | | | | | | |
| WORKING TITLE (IF ANY) | | | | | | | |
| WORKING TITLE (IF ANY) | | | | | | | |
| | | | | | | | |
| Public Service Administrator 37015-16-31-100-60-99 Investigations Team Supervisor | | | | | | | |
| William Sandria Control | | | | | | | |
| 18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A: SUPERVISOR OR LEAD WORKER NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) slicited. | | | | | | | |
| If a box was chacked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount: | | | | | | | |
| Position Title Position Number No. of Incumbert or Funded Vacancies | | | | | | | |
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| | | | | | | | |
| 12. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. HOTE: ERICE THERE ARE KOW SEVERAL OFTICKS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED. | | | | | | | |
| Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, delity access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level. | | | | | | | |
| The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. | | | | | | | |



| Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018 | | | | | | |
|--|--------------------------|-----------------------|----------|--|--|--|
| Incumbent | Title | Position Number | Language | | | |
| Maria Andorf | Child Wlf. Admin.Case Re | 07190-16-60-241-12-99 | Spanish | | | |
| Maria Pizarro-Sanchez | Child Wlf. Admin.Case Re | 07190-16-60-240-51-99 | Spanish | | | |
| Patricia Losoya | Child Wlf. Admin.Case Re | 07190-16-60-242-11-99 | Spanish | | | |
| Anabel Michal | Child Wlf. Admin.Case Re | 07190-16-60-240-11-99 | Spanish | | | |



Minote Department of CENTRAL MANAGEMENT SERVICES

| 1. POSMONTI | T.U. | WORKING TITLE (IF ANY) | 1 | Andrew No. | 12.00 | ETION N | Pater | | |
|-------------------|--|---|------------------------|------------------|--|--|----------|--|-----------------|
| | | | | - | 07100 18 00 011 11 00 | | | | |
| | imin Case Reviewer | | 29 | SS | 07190-16-00-241-11-99 07190-16-60-241-11-99 | | | | |
| 1. AGENCY | | 4. BUREAU DIVISION | 1 20 1 | 43 | 1 | V-10-0 | 0-241 | -11-9 | 9 + 677-04 |
| Editor Person | | Filmeter to COM | | | - | COLUMN | AUTH | LAGS. | |
| Andread Parket | | Director's Office | | | | | | | |
| | Family Services | Bureau of Operations | 3 | | a | 000 | | 1 | |
| 10. SECTION | | 11. UNIT | | | | 022 | Y | R | A CAPE |
| Invidenced Furtis | | | | | | ST Vources | | 08-1 | R-14 |
| Administrativ | e Case Review | | | | | | L | 00-11 | -14 |
| 14. WORK LOCA | ATTON | 15. BARGAINING/TERM CO | DE | Adam Exempt | MOS MOS MOS | ET ESTAB 21 EXEL 24 POSITI 28 CLARS | T COOR | ER CHA | |
| Penderson Full- | | | | | UHE | ADDITI | COLINITY | CHANCE CHANCE | HANCE |
| Glen Ellyn | | | | | A MOI | S DOWN | WARD RE | ACCRECATE VALUE OF THE PARTY OF | |
| % OF TIME | 18. COMPLETE, CURRE | PRC063 PNT AND ACCURATE STATEMEN ACTION of the ACCURATE STATEMEN | TOF PO | N Arricov #44 | U Mari | A UPWA | の利払 | POLYDON | Control of |
| 30% | Under general direction of the ACR Program Manager, within an identified area of assignment, reviews, determines, convenes, manages, and conducts an independent case review of every child in substitute care, as required by federal and stals law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; elerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery; translates and interprets, both orally and in writing, for Spanish speaking clients. 1. Within area of assignment, evaluates and determines case eligibility; reviews and evaluates case plans to ensure that they reflect a "best interest of the child" criteria, which involves children in out-of-none care; exercises authority to amend, change, or restructure those case plans that do not ensure needs of the family and/or child as it effects the safety, well-being, and permanency of children and families; determines whether case plans are in compiliance with all applicable federal and state laws, administrative regulations, Department Rules and Procedures, court decrees, and other legally-binding mandates; pre-schedules and provides a sk month review and a review every six months | | | | | | | | |
| 20% | the rights and | ase review process, which inci review, maintaining focus of the responsibilities of all attending p | e group, serticipan | ita; drives t |) policie o field k | a and ru ocations | to cons | d clarify duct rev | devis |
| 20% | the rights and responsibilities of all attending participants; drives to field locations to conduct reviews 3. Within Identified timeframe and using established protocol, completes a feedback report on each case reviewed and Case Review information Packet (CRIP); reads and responds to email; maintains pre-scheduling calendar; provides vital feedback and summary reports to administrative staff on sensitive or difficult cases to ensure timely attention and/or problem resolution; alerts supervisory and administrative staff to vital case issues requiring intervention; conducts special reviews on difficult cases. | | | | | | | h ntains | |
| 10% | 100 00000 000 100 | 11015 In IS 11 00 | riting, for | Spanish si | beaking | cilants : | egerdir | ag servi | ces |
| 5% | 5. Explains and a notice of appear | dvises figlicipants of their out | app app | peal the se | rvice pla | en and o | rovide | willen | |
| CONTRACT CAS | SICHLIDRE DE | rights provided input leto arm | (400 pp) 0 | f his/her de | cisions | records | O DOLL | ce play | - |
| Line | He Riker | By | 4 | -0 11 | - Tonia | u | | CAT | • |
| SOLDS | THE REAL ST | | / | Delle | لربق | Lygg | 2 | 81 | 2-14 |

| S. (CONTINU | EO) | | | |
|-------------------------------|-----------|--|---|---|
| OF TIME | | | | |
| 5% | 6. | makas recommen delivery; identifies | rdations for amendment of policy | ies regarding case planning and service delivery; regarding the areas of case planning and service ue, gaps in service provision, and systemic barriers mpliance statistics. |
| 5% | 7. | policy transmittals incorporates new | on new initiatives and changes i Initiatives and policy changes into | eming child welfare practice; reads all malerial and in policy, and seeks clarification or training if needed o practice of existing protocol and procedure; i, assigned, or recommended training. |
| 5% | 8. | Performs other duenumerated above | ities as required or easigned white. | ch are reasonably within the scope of the duties |
| | | | | |
| | | | 10 | 22 |
| POSITION T | ITLE AN | D MUMBER OF IMMED | HATE SUPERVISOR (Responsible for as | ssigning and reviewing work, preparing, conducting and signing |
| performance | evaluatio | ms; effectively recomme | ending and imposing disciplinary action a | and adjusting grisvances for the incumbent of this position.) |
| iblia Cani | لدة مما | | 15-16-60-241-10-01 | WORKING TITLE (IF ANY) |
| Iniic Sel A | ICH MU | minianafot 210. | 19-10-04-241-14-01 | ACR Program Manager |
| CHECK THE | APPROP | PLATE BOX IF THIS P | OSMON IS A: | |
| SUPERV | ISOR | OR LILEAD WO | RICER | |
| MOTER BLOO | | | | W. 4.4 |
| | | | | lied duty statement(s) with a time percentage(s) stlotted. |
| If a box was | chadrad | above, list position title | , position number, and number of subord | lineto incumbento or authorizad funded headcount: |
| | Position | Title | Position Number | No. of incurabent or Funded Vacandes |
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| Adversit . | - | | | |
| . HAS ALCINE | JP THUS | POBITION. NOTE: 20 | RUTTES, LICENSURE OR CERTIFICATI NCS THERE ARE NOW SEVERAL OPT THE PHRASE "BANK AS SPECIFICAT | ON NECESSARY FOR THE SUCCESSFUL PERFORMANCE TONS OF SIGILIS AND ASSISTED AND LICENSURE OR TONG CAN NO LONGISTED BY UNITS |
| equires know nd three year | Medge, | skil, and mental d asional supervison | evelopment equivalent to a maste | er's degree from an accredited school of social work veifare; requires thorough knowledge of social work rus and difficult conditions; requires thorough |

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Beverly J. Walker Acting Director

Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018

| Incumbent | Title | Position Number | Language |
|--------------------------|--------------------------|-----------------------|----------|
| Benny Barraza | Child Welfare Specialist | 07218-16-13-710-11-98 | Spanish |
| Iris Burgos | Child Welfare Specialist | 07218-16-48-200-81-99 | Spanish |
| Esperanza Cantu | Child Welfare Specialist | 07218-16-32-300-82-99 | Spanish |
| Celia Dakenbring | Child Welfare Specialist | 07218-16-31-200-51-99 | Spanish |
| Luis Fernandez | Child Welfare Specialist | 07218-16-31-200-21-99 | Spanish |
| Sara Franco | Child Welfare Specialist | 07218-16-15-214-21-99 | Spanish |
| Antonio Alvarado-Lozano | Child Welfare Specialist | 07218-16-60-250-41-99 | Spanish |
| Emma Gonzalez | Child Welfare Specialist | 07218-16-49-100-51-99 | Spanish |
| Keila Cruz | Child Welfare Specialist | 07218-16-48-830-11-99 | Spanish |
| Juana Haywood | Child Welfare Specialist | 07218-16-60-440-51-99 | Spanish |
| Sergio Jimenez | Child Welfare Specialist | 07218-16-18-422-91-99 | Spanish |
| Moises Jimenez | Child Welfare Specialist | 07218-16-49-830-11-99 | Spanish |
| Carol Kline | Child Welfare Specialist | 07218-16-13-720-21-99 | Spanish |
| Gloria Ornelas | Child Welfare Specialist | 07218-16-49-820-41-99 | Spanish |
| Isadora Reyes | Child Welfare Specialist | 07218-16-49-820-31-99 | Spanish |
| Susana Carrillo | Child Welfare Specialist | 07218-16-48-830-21-99 | Spanish |
| Dulce Patron | Child Welfare Specialist | 07218-16-33-410-21-99 | Spanish |
| Maria Moreno-Horne | Child Welfare Specialist | 07218-16-33-400-41-99 | Spanish |
| Sandoval Aguirre-Lievano | Child Welfare Specialist | 07218-16-47-810-31-99 | Spanish |
| Carmen Santos | Child Welfare Specialist | 07218-16-47-510-05-99 | Spanish |
| Susana Olivas | Child Welfare Specialist | 07218-16-13-710-31-99 | Spanish |
| Monica Sosa | Child Welfare Specialist | 07218-16-18-422-92-99 | Spanish |
| Cesareo Lopez | Child Welfare Specialist | 07218-16-18-422-92-99 | Spanish |
| Massiel Perez | Child Welfare Specialist | 07218-16-47-810-41-99 | Spanish |
| Gabriela Reyes | Child Welfare Specialist | 07218-16-49-830-11-99 | Spanish |



Illinole Department of CENTRAL MANAGEMENT SERVICES

| 1. POSITION TI | TLE | W | ORKING TITLE (IF ANY) | Sept. | _ | netter Tibe | 1 2 000 | TECAL DE | | | | |
|----------------------------------|---|----------|---|------------------------|-------------|----------------------|-----------------------|---------------------------------|---------------------|------------------|---------------|--|
| Extrang Pasition | | | | Code | -5 | Code | 2 POSITION MINIBER | | | | | |
| Child Welfar | - Propint | | | | | _ | 07218-16-31-100-81-99 | | | | 9 | |
| 3. AGENCY | e opedanst | | 4. BUREAU DIVISION | 29 | | SS | 07218-16-31-200-21-99 | | | | 9 | |
| Edition Postion | | | 4. BUREAU/ DIVISION | | | | F GUNT | & WORK | AM | BALOTT | LOFFEL USE | |
| -11 0.00000 | | | | | | | | | | | | |
| Children & F | amily Society | | Modbo David | | | | + | | | | | |
| | dren & Family Services Northern Region | | | | | | 0 101 Y R | | | | | |
| 10. SECTION Entiting Position | | _ | 11, QNI | | | | 12. Titale | ACTION CO | Ot 1 | 13. EVECTME DATE | | |
| New Revised Posters | | | | | | | | | - 1 | 12-16 | 3-14 | |
| Operations | | | Permanency | | | | | | | | | |
| | | | | | - | | ☐ MAC | ESTAB | LISH TECOOR | TARABATTE . | | |
| 14. WORK LOCA | TION | | 15. BARGAINING/TERM COD | E | | Puten Exempt | | 2 EXEMP 14 POSTR 15 CLARE | CH NUME | ER CHAN | GE. | |
| | | Ì | | | | | | MORK | CHAIL INC | NTICAL C | HUNGE | |
| Hentherland Pastern | | | | | _ | | 1 1 1 1 1 1 1 | le America | 254 | | | |
| Rockford | | | RC063 | | | N | | DOWN | | OCITAL. | | |
| % OF TIME | 16. COMPLETE, CURRE | NT AN | IN ACCURATE STATEMENT | T OF PO | SIT | ÓN ESS | | FUNCT | | | | |
| | 16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plants inclinated information for the continued diagnosis of | | | | | | | | | les; | | |
| | problems and develop | pment | of treatment plans; impli | a cocain Briants | in: | omatio | n for Ut | e conti | nued di | agnosi: | s of | |
| | need and coordinates | the pla | ecement of children in su | bstitute | Car | e faciliti | es; wor | ks with i | ntact fa | males miles | use bne | |
| | agencies: Intermels e | inenew | responsibilities to the | | HEN | na liaisi | ou tojes | i with v | arious (| COMMIN | nity | |
| | | | | | | | | | | | 25 | |
| | statute and policy; tran | ıslatas | and interprets, both orally | and in | writ | ing, for | Spanish | provide Speaki | o 25 m: no clien | andaled Ks. | 1 by | |
| 25% | 1. Determines the new | ad and | condinates the stance. | _1 _2 1 11 | | | | | - | | | |
| | recommendations | and les | Hilles in court as to client | nt or cas history s | nry Iore | n in sut fidure n | | æra faci | ities; p | rovides | | |
| | | | | | | | | | | | es [| |
| | procedures and as | aleta el | leade to the lettettee of an | 22! KNOL | गाड | Clients (| of their | abbeat L | ights ar | nd | | |
| | prepares reports or |) Diggi | ients in the initiation of ap ass or lack of progress to olared, culturally release | many co | NS; | establic | hes go | als for ci | ildren: | and par | rents; | |
| | comprehensive, far | nlly-ce | niered, culturally relevant | 9226221 | ner | of chil | queu au | d famili | sa. map swett d | i a Naine | i | |
| | | | | | | | | | | | of | |
| | toward the goals of | family | Dreservation family must | Meness | BIK | sabboot | rislana | es of uti | ized se | rvices | | |
| | for the child; provide | es fee | iback to the family regard | ina prod | VI Vita | andina. S. | abbrob | nala pe | manen | icy outc | ome [| |
| 20% | | | | | | | | | | | - 1 | |
| 23.3 | needs of families w | ithin ac | and children in home and gency timeframes; syalua | Vor Bubs | illu | te care; | develo | da servid | e plan | s to add | reas | |
| | permanency goals, | makin | O changes as necessary (| meet! | the | needs (| f the ch | Perys 38 Rd and (| rvice pi Familiv | ans an | d | |
| 20% | | | | | | | | | | | | |
| | | | clients and professionals to the treatment plans; cour | | | | | | | | | |
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| | | | providers; monitors to end d siblings not placed toget | | | | | | | | d | |
| | interviews. | | | ues, CIR | 43 | 10 11 6 (0) | oceitou | 5 10 CON | duct on | -site | | |
| ORECTOR OF CHE | SICHATURE | PEDUT | E SUPERVISOR SIGNATURE | AGE | NCY | HEAD SIG | NATURE | | | DAT | | |
| Dem | ove Keller | | 7) | 25 25 | 0 | 11 | u | | | TAN. | | |
| 15-104 (Play, 10/94) & 40 | 35 | | 000 | 7 | a | Melice | | 1996 | 24 | 12-16 | -/4 | |
| TORONT | Christ Ildir | | | | | | | 00 | | | | |
| | 17/12 | | | | | 18 | | | | | | |

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|---|---|--|---|---|--|--|--|--|
| 16. (CONTIN | (EI) | | | | | | | |
| % OF TIME | | | | | | | | |
| 10% | placement location; transpor | laking projective custody, when pla rts clients to necessary appointment station, etc.) and to necessitate the | its (l.e., court hearli | ngs, medical appointments, | | | | |
| 10% | 5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms. | | | | | | | |
| 5% | Prepares and maintains necessary case documentation for planning, implementing, and availuating services; completes various agency forms, including case notes, payment, eligibility, visitation, and court reports; prepares statistical and namative reports. | | | | | | | |
| 5% | technical staff conferences consultation with other disci resources seeking specializ | ings to facilitate case transfer and to assess needed services; providinglines for casework planning; obtailed services for citents; develops as agencies, providing interpretation of | a input into supervi as information of co d maintains workin | lsory conferences and ommunity and agency og relationships with | | | | |
| 5% | 8. Performs other duties as enumerated above. | required or assigned which are re | sonably within the | scope of the duties | | | | |
| 17. POSITION performan | TITLE AND NUMBER OF IMMEDIA ce evaluations; effectively recommer | NTE SUPERVISOR (Responsible for essign ding and imposing disciplinary action and | ing and reviewing work bjusting grievances for | preparing, conducting and signing the incumbent of this position.) | | | | |
| | | | WORKING TITLE | | | | | |
| Public Ser | rvice Administrator 3701 | 5-16-31-200-20-01 | Permanency T | eam Supervisor | | | | |
| 18. CHECK TH | E APPROPRIATE BOX IF THIS PO | SITION IS A: | | | | | | |
| | RVISOR OR ITLEAD WORL | KER | | | | | | |
| | | | | | | | | |
| | | albilliles <u>must</u> be described in a detailed | 2.001 | 55 8 St 1 May 2 St 2 S | | | | |
| If a box w | es checked above, list position litte, | position number, and number of subordina | a incumbents or author | ized funded headcount: | | | | |
| | Position Title | Position Number | No. of | Incumbent or Funded Vacancies | | | | |
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| OF THE WOR | K OF THIS POSITION. NOTE: SUN | Ities, licensure or certification ce there are now several offici the phrase "same as specificatio | S OF BRILLS AND AB | ELITIES AND LICENSURE OR | | | | |
| Preferably is one year of work and or in a related requires po physical, vi- level. | equires a master's degree in directly related professional of the year of directly related professional of human service field and two seession of a valid driver's licusal and auditory ability to car | social work; or a master's degree i asework/case management exper ressional casework/case managem years of directly related profession ense, daily access to an automobil my out assigned duties; requires ab | n a related human : ence; or requires a ent experience; or al casework/case m a, and proof of vehi lity to speak and w | service field, supplemented by bachelor's degree in social requires a bachelor's degree nanagement experience; ide Insurance; requires its Spanish at a colloquial skii | | | | |
| must be ap | proved by the Council on Soc | lor's or master's degree must be a del Work Education. The directly n servation, family raunification, adop | lated professional | casework/case management | | | | |



| Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018 | | | | | | | |
|---|----------------------------|-----------------------|----------|--|--|--|--|
| Incumbent | Title | Position Number | Language | | | | |
| Coty Corcoles-Martinez | Child Wlf.Adv. Specialist | 07215-16-18-422-92-99 | Spanish | | | | |
| David Martin | Child Wlf.Adv. Specialist | 07215-16-24-140-10-99 | Spanish | | | | |
| Megan Burgess-Garcia | Child Wlf.Adv. Specialist | 07215-16-47-810-41-99 | Spanish | | | | |
| Beatriz Ramirez | Child Wlf.Adv. Specialist | 07215-16-48-200-81-99 | Spanish | | | | |
| Josefina Reyes-Garcia | Child Wlf.Adv. Specialist | 07215-16-33-700-61-99 | Spanish | | | | |
| Nancy Rodriguez | Child Wlf.Adv. Specialist | 07215-16-60-230-81-99 | Spanish | | | | |
| Emely Sanchez | Child Wlf.Adv. Specialist | 07215-16-48-200-81-99 | Spanish | | | | |
| Yanira Sanchez | Child Wlf. Adv. Specialist | 07215-16-13-720-31-99 | Spanish | | | | |
| Olivia Chavez | Child Wlf.Adv. Specialist | 07215-16-48-830-41-99 | Spanish | | | | |
| Darcie Navarro | Child Wlf.Adv. Specialist | 07215-16-13-710-21-99 | Spanish | | | | |
| Luisa Buehler | Child Wlf.Adv. Specialist | 07215-16-13-710-11-99 | Spanish | | | | |



Illinois Department of CENTRAL MANAGEMENT SERVICES

| | | | | | | 191 | | | | |
|------------------------------------|--|-------------|------------------------------|-------------|---------------------------------------|--|------------------------------------|--------------------------|-----------|---------------|
| 1. POSITION TIT | LE | W | ORKING TITLE (IF ANY) | Contra | Paralles Tily Caffer Carlo | 2. POS | UN NOTE | MBER | | |
| | | | | | 110000 | 0721 | 5.18.3 | 11500 | 1.72.00 | , 7 |
| Numbered Position Child Welfare | Advanced Specialist | | | 29 | SS | 07215-16-31-500-72-99 07215-16-31-800-71-99 | | | | |
| J. AGENCY | | | 4. BUREAU/ DIVISION | E8 | 23 | 10/2 | 0-10-0 | 1, 200r | | 10/62 |
| Estating Position | | | | | | - | COUNTY | ALTIN | | LEE |
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| Children & Fa | amily Services | | Northern Region | | | | | | 1 _ | |
| 10. SECTION | | | 11. UNIT | | | 12 174 | 019 | ĮΥ noe i | R | OF DATE |
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| Haufferland Payton | | | | | | - | | L | 12-11 | 0-14 |
| Operations | | | Permanency | | | m | 21 ESTA | LISH OF | | |
| 14. WORK LOCA | TION | | 15. BARGAINING/TERM CO | DOE | Philan Exercis | 四 MC | 222 EXEM 224 POSIT 228 CLAR | PT CODE TON NUT FY | BER CHA) | 1 |
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| 20% 20% | of difficult and complex cases; serves as mentor, providing guidance and direction to lower tevel/less experience child welfare staff; conducts interviews with clients and professionals to obtain information for the continued diagnosts of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies; interprets agency responsibilities to the community; on a rotating basis, serves as unit supervisor in the absence of the supervisor; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; works to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients. 1. Mentors less experienced specialists, providing guidance, direction, and consultation to lower level child welfare staff with assessment, case planning, interviewing intervention techniques, problem assessments, crisis situations, and other various processes of their work; provides input and assistance in planning, arranging, and conducting orientation and training programs for staff. 2. Determinas the need and coordinates the placement of children in substitute care facilities; provides assistance in the preparation of witnesses for testifying and future plans of client behavior; provides participates in the administrative case review process; informs clients of their appeal rights and procedures and assists clients in the initiation of appeal rights; establishes goals for children and parents; prepares reports on progress or tack of progress toward goal; coordinates the development of a comprehensive, family-centered, culturally relevant assessment of children and families; maintains ongoing assessment of needs and strengths; evaluates the progress of the family loward attainment o | | | | | | | | | |
| 15% 10% | for the child; provides feedback to the family regarding progress. 3. Works with intect families and children in home and/or substitute care; develops service plans to address needs of families within agency timeframes; evaluates service delivery and reviews service plans and permanency goals, making changes as necessary to meet the needs of the child and family. 4. Manages a full range of cases, including high profile cases or cases of an advanced complexity level; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treetiness; coursels on available concrete and supportive services | | | | | | | | | |
| DIRECTOR OF CAL | S SIGNATURE STRUCTURE | MARCH | rent of treethers plants the | | DENCY HEAD | SIGNATUR | e and s | uppor | | rices Mile |
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| 18. (CONTINU | JED) | | | | | | | |
|---|--|--|---|--|--|--|--|--|
| % OF TIME | | | | | | | | |
| | and available therapeutic services and provides same; Implements service plans with families; provides services directly and/or makes referrals for services; provides support, guidance, and coordination to foster parents and service providers; monitors to ensure appropriate visits occur between parents and children in placements and siblings not placed together; drives to field locations to conduct on-site interviews. | | | | | | | |
| 10% | 5. Transiales and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms. | | | | | | | |
| 5% | 6. On a rotating basis, serves as team supervisor in his/her absence. | | | | | | | |
| 5% | 7. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services. | | | | | | | |
| 5% | Prepares and maintains necessary case documentation for planning, implementing, and evaluating services; completes various agency forms, including case notes, payment, eligibility, visitation, and court reports; prepares statistical and narrative reports. | | | | | | | |
| 5% | 9. Participates in case staffings to facilitate case transfer and participates in multi-disciplinary diagnostic and technical staff conferences to assess needed services; provides input into supervisory conferences and consultation with other disciplines for casework planning; obtains information of community and agency resources seeking specialized services for clients; develops and maintains working relationships with community and other state agencies, providing interpretation of agency responsibilities. | | | | | | | |
| 5% | 10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. | | | | | | | |
| 17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and raviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.) | | | | | | | | |
| | WORKING TITLE (IF ANY) | | | | | | | |
| 1 | rvice Administrator 3701 | U.* | Permanency Team Supervisor | | | | | |
| 18. CHECK TH | IE APPROPRIATE BOX IF THIS PO | A EI NOITIE | | | | | | |
| SUPE | RVISOR OR LEAD WOR | KER | | | | | | |
| NOTE: 8 | upervisory or lead worker respons | delailes <u>must</u> be described in a detailed | duty statement(s) with a time percentage(s) allotted. | | | | | |
| lf a box w | as checked above, list position title, (| position number, and number of subordinal | te incumbents or authorized funded headcount; | | | | | |
| <u> </u> | Position Title | Position Number | No. of incumbent or Funded Vacancies | | | | | |
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| 10 godenias | TEN KANMA ETIGÉR RIM LE AGE | THE LICENSING OF PERSONAL | ARCECCADY DOG THE CIVATOR OF DESCRIPTION | | | | | |
| OF THE WOR | 19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER SE USED. | | | | | | | |
| Requires a or Child Pro daily access | Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; raquires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; raquires ability to speak and write Spanish at a colloquial skill level. | | | | | | | |
| | • | • | a decrease annual to a material and the same and the | | | | | |
| | or university issuing a master: icil on Social Work Education. | • तहसे। बब्र (1143) DB BCC श्रेप्तास्त्रप, BMO (7X | a degree program in social work must be approved | | | | | |
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| Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018 | | | | | | | | |
|---|---------------------------|------------------|---------|--|--|--|--|--|
| Incumbent Title Position Number Language | | | | | | | | |
| Karina Arteaga | Child Wlf.Sen. Specialist | 0721716672101199 | Spanish | | | | | |



Illinois Department of CENTRAL MANAGEMENT SERVICES 4+

| 1. POSITION TO | ne | WO | DONG TITLE (IF | ANY | direct | 7 | in the | 2 000 | ITION NU | | | |
|-----------------------------|--|--|--|--|--|--|--|--|---|--|---|---|
| Entering Freedom | | | | | Cores | - 0 | 1Coh | 4703 | I I I I I I I I I I I I I I I I I I I | | | |
| Philippine Parties | | | | | | _ | | 0721 | <u>7-16-1</u> | <u>3-151</u> | <u>-11-99</u> | |
| 1 AGENCY | e Senior Speciali | Bt | | | 29 | S | S | 0721 | <u>7-18-1</u> | | -11-98 |) |
| Estates Projeton | - 51723 | | 4. BUREAU D | IVISION | | | | E COOK | COUNTY | AUTH | EAUDIT | R.OFFICE |
| | | | | | | i i | - | | 3400 | | \Box | |
| Newfleytood Position | | | | | _ | | | | | | | |
| Children & F | amily Services | | Regulation | and Mod | liorion | 100 | | 0 | 045 | Y | R | |
| 10. SECTION | | | 11. UNIT | mid High | INCOLUE IN | | | | CPU | | L EVIECTO | VIL CATE |
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| High End Mon ILO/TLP/POS | illoring of Residenti | al and | | | | | J | | | | | |
| ILOPILPIPOS | /IFS | | | | | | | | RI ESTAS | | | |
| 14. WORK LOCA | ITION | | 15. BARGAINE | MOCTON O | 005 | 12 | kdan | E MCE | 22 EXEMP M POSITI | T CODE | CHANGE ER CHAN | as l |
| Setting Parlies | | | 10. Graftschill | 404 ENIM C | UDE | + 6 | and the | E MON | M CLAME | Y | | |
| New Resided Position | | | | | | | | | a Mork | COUNTY | CHANGE | HANGE |
| Aurora | | De la l'esca al ann | | RC063 | | \neg | | III MC14 | N ABOLI | WARD RE | EALLOCAT | TON . |
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| 25% | children; through ti providers to monito consultati | oup homes (I srvices Networkerly clinical a and achieve stems of per eakend, and o experienced of the control is reviews and a reviews a reviews and a reviews a rev | ides on-size as GH), Independent (TPSN), postaffings as normance professional covernight house professional covernight house professional covernight house professional covernight professional covern | dent Livin dent Livin dent Livin dent et down plan diems reg diems reg diems reg diems reg hild welfar special n oprams to oprams to oppart to opp | nt; proving Operating Conting the service serving of a twatton; and the continual service serv | des on tions/s (PO: lo the tions cas interpretation of the tions of t | versig/ Trans S) age provident ment in wets, if volving thin in the are ab MLO/ Italins portang a inpussessi | ht of settional it thicker, iter's make the process of the process | rvices d Living Pi and Inta onitoring on and o ition; cou alty and i LO/TLP/ ass of ta eet the i sN/POS iformatic provider upervise of the pn | elivererogram oct Fam i level; i level; i level; in writin TPSN/ ranalito individu VIFS pr on of at 's mon ry cont ovidere | d to was (ILO/TI III Serv reviews reprove site visk of for S reling to sel need oviders I sesign itoring to ference functio | .P), ices ment ts panish s of evel s and ening. |
| 20% | capacky, program s planning, prepares IGH/ILO/1 3. Monitors I dala from sources is casework meets wit | admission restatistics and behavioral minecessary do ILP/POS/IFS POS agencies the Administration assessment of assessment to chief agent the Administration assessment to chief agent the Administration and t | I IGH/ILO/TLP plan, as well as quirements, as information, in anagement le cumentation if facilities to co a to ensure the raffive Case Re quality of servi- ce lasues; pre- noies accordin- in; monitors th | a comprise nd overall icluding la chiniques, or evalual induct on- at they me aview provi cas provic pares nec | performing the of and actions age in a set DCF: Cass, our fed, Includes a set of a s | t stank tance; stary d hiever ncies' iews a is mar itcomi luding docum | cards; revietada, dinant disease indicates ind | regardi ws IGH Ischarg if step- ces; dri gned. ; collec anency ion to s | ng appn VILO/TL je patter down pla ves to :ts and r is, CYC r, step-d rvaluate | opriale P/TPSI TIS, disc Bris; de Bviewa IS, and Gwn, as agenci | clinical N/POS/ charge velops : perform other d ad es' sen | FS and nance late |
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| 1/26 | A COL | + | 556 | 100 | 11 7 | 72 | 11 | 1 | 1 | 1. | | |
| - | dill | 701 | 100 5 1 | ania | 1 | 140 | Total (| 74 | LAKE | 0 | 01 | 1-12 |

| IS. (CONTINU | (CD) | | |
|--|---|--|---|
| % OF TIME | | | |
| 20% | assessment of each Department interven | agency's outcomes; Identifies pa | from all sources into a regular comprehensive attams of performance problems requiring supervisor; meets with members of the performance issues. |
| 10% | Translates and inter available and the pro | rprets, both orally and in writing, froper completion of forms. | or Spanish speaking clients regarding services |
| 5% | 6. Performs other dutie enumerated above. | | are reasonably within the scope of the duties |
| | | | |
| | | | |
| | | | |
| | | | |
| 17. POSITION performance | TITLE AND NUMBER OF IMMEDIA to evaluations; effectively recommen | TE SUPERVISOR (Responsible for assigning and imposing disciplinary sciion and | rring and raviewing work, preparing, conducting and signing I adjusting grievences for the incumbent of this position.) |
| | | | WORKING TITLE (IF ANY) |
| Public Ser | vice Administrator, 3701 | 5-16-13-210-10-01 | Residential Monitor Supervisor |
| 18. CHECK TH | E APPROPRIATE BOX IF THIS PO | SITION IS A: | |
| ☐ SUPER | IVISOR OR LEAD WORK | KER | 1 |
| ***** | | | d duty statement(s) with a time percentage(s) silotted. |
| if a box w | us checked above, list position lide, p | position number, and number of subordin | ate Incumbents or authorized funded headcount; |
| | Position Title | Position Number | No. of Incumbent or Funded Vacancies |
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| 40 444444 | THE PARTY STATES AND LOCATED AND | MAR I WASHING OR ASSURANT | N NECESSARY FOR THE SUCCESSFUL PERFORMANCE |
| OF THE WORL | K OF THIS POSITION. NOTE: SING | CE THERE ARE HOW SEVERAL OPTIO THE PHRASE "BALLE AS SPECIFICATION | INS OF SIGLES AND ABILITIES AND LICENSURE OR |
| but not limite experience, independent specialized such experi- supervisory requires pos | ed to, education or special edi- including at least two years of t besis, with other systems of medical, special education) to ence having been in directing experience in providing servi- ssession of a valid driver's lice wal, and suditory ability to car | ucation; requires five years of pro if demonstrated experience in inte services (mental health, develop o ensure that children with special services for children in clinical se ces to special needs children in s ense, daily access to an automob | er related human service areas, including, operstvely responsible professional eracting and negotiating, primarily on an mental disabilities, substance abuse, I needs gain access to such services, with sittings for children; or two years of state or private human service agency; ite, and proof of vehicle insurance; requires ability to speak and write Spanish at a |
| - | | | |



| Employees of the | = | and Family Services Recei 31, 2018 | ving Bilingual Pay |
|---------------------|---------------------------|---------------------------------------|--------------------|
| Incumbent | Title | Position Number | Language |
| Sydnie Juarez | Child Wel. Nurse Special. | 07197-16-15-335-07-99 | Spanish |
| Elizabeth Velazquez | Child Wel. Nurse Special | 07197-16-15-335-06-99 | Spanish |



Minois Department of CENTRAL MANAGEMENT SERVICES

| 1. POSITION T | m.e. | WORKING TITLE (IF ANY) | THE I | Auritor Villa | 2 805 | TION NO | u rożni | | |
|--|--|--|--|---|---|--|--|---|--|
| Senting Position | | | | Direction. | 11.00 | TICH INC | MIDER | | |
| Child Welfa | re Nurse Specialist | | 29 | SS | 0740 | 7 40 4 | F 000 | | |
| 3. AGENCY | | 4. BUREAU DIVISION | 28 | 33 | 10/19 | 7-18-1 | 5-335 | -06-91 | 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 |
| Existing Process | | | | | - COL | COLMEY | ALITH | I AGOT | USE |
| Perfected Posts | | | | | | | | | |
| Communication (Communication (Commun | d Family Services | | _ | (| | | | 1 | |
| 10. SECTION | a running CEPTICES | Clinical Practice and | Develop | ment | 4d5 | 016 | Y | R | |
| Edging Pasters | | | | | 12 (700) | ACIRIN C | DE 1 | 01-0 | |
| Henflersed Pestion | • | | | | d | | L | 01-0 | 1-10 |
| Office of Nu | rsing Services | | | | _ | | | | |
| 14. WORK LOC | ATION | AS DARGAMENTO | | Person | | ESTAB 2 EXEMP N POSITI | LISH 7 CODE I | CHANGE | |
| Existing Professor | 111011 | 15. BARGADING/TERM COL | DE | Evernet | | B CLARE 7 ADDIT | Y | | 49 |
| New Highland Position | | | | | LU MOR | WORK T ABOUT | COUNTY | CHANGE | PWMGE |
| Chicago | | RC023 | | | D Men | DOWN | WADO O | ALLOCAT | NON |
| % OF TIME | 16. COMPLETE, CURRE | AT AND ACCUPATE OVATELOR | 40000 | N | NC IS | LATER | AL REAL OPEAL | OCATION OCATION | |
| | | sion of the Chief of Nursing Sensultative services for health re | | | | | | | The same of |
| 20% | health related treatmer neglect learns, tatality based specialty service issues/concerns and by translates and interpretables and interpretables and interpretables and interpretables and interpretables and interpretables and a with biological related concern with the child of Teams; evalual client/family with physical and much provide information information in provide information in provide informations, special conditions, special conditions and conditions are conditions. | arsing Process and Nursing Starsing Process and Nursing Starsing Process and Nursing Starsing Process as a lieison for learns, serves as a lieison for learns, and community physics as; adheres to collegiality by process, adheres to collegiality by process, and early and in writing, for six, both orally and in writing, for six, both orally and in writing, for six, and other related material pplication of the treatment place parents, foster parents, relative as for children with special hear aregiver and worker via staffing les the implementation of hearlish community hospitals, child a sental health programs; works of mation that will facilitate the remained in the performance of directice in the performance of directice for the performance of t | r ream c client/fan i and me oviding in and Qualit Spanish related ex its; provide ; in the p caregive ith care n gs and Ci th related buse and lirectly or solution o ng the ex olds the li utles; driv | are plans a nily with co ntal health -service to ty Assuran speaking o excerns in i fas interpre- resence of ers, or resk eeds; prov- inical inter- ireatment i reglect te- indirectly of f health rei planation o tinole Nurs ves to vario | and eval mmunity program sining or ce/impa clients. investiga inve | uales ti y hospit re; provintes; provintes ation rej if health igned conviders ut into ti Piacemis erves a ality tea f, caregi bliems in care re ce Act a tions in | e applials, chilides corelated telescores, cores, cores reserved in telescores, and the period the period the period in the peri | cation of abuse mmunitives; complex secrets, ker, confirment paservation for ideal community with specific Nursing forman | of e and ly salts alth lan |
| 15% | Automated Chi information me 3. In collaboration acute psychistr | ad information relative to refen neath related services; checks id Welfare Information System mos, and notices to Departmen with this Department's Health ic facilities, provides quality as Department warris withing | raeun P (SACWI: nt staff ra | assport in: 5); develop garding co works and nonlloring | ormatici is writter mmunity essigne | r in line : n comm y health d skilled | Statewi unication service | ide on, is. ential, a | ind |
| | | Department wards; submits re coviders to machinetti care no | | the adequa | cy of h | alth ca | a servi | COS BIN | the |
| DRECTOR OF CH | WARRIOTH A PA | PROVIDE TO SURVING POWING | ece. | HCY HEAD SIG | | | | | |
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| - Carried) | - 110 13 | [5] | ₩ | 1 don to the | 1 | rego | 2 | 1-9 | 15 |

| 16. (CONTRYL | ED) | | | | ٦. |
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| % OF TIME | 100011-007-00 | | | | 1 |
| 10% | 4. | Provides input into a Reviews, Expanded wards in permanent | capacities, cilnical placement ravid | ement Preservation (CIPP) Teams, Poer lows, and the evaluation of health issues of | |
| 10% | 5. | services: utilizes res | | sses and evaluates the delivery of health care nting findings and recommendations to Clinical | |
| 10% | 8. | | | essions for professional staff, caregivere, and health related issues and health care services. | |
| 10% | 7. | | prets, both orally and in writing, for oper completion of forms. | r Spanish speaking clients regarding services | |
| 5% | 8. | Provides input into s staff regarding perm | special studies and projects; as req ranency planning for children with : | quested, serves as a consultant to professional special health care needs. | |
| 5% | 9. | Performs other dutie enumerated above. | | ere reasonably within the scope of the dulies | |
| 17. POSITION | TITLE AN | D NUMBER OF WINEDIA | TE SUPERVISOR (Responsible for assign | ning and reviewing work, preparing, conducting and signing adjusting grievances for the incumbent of this position.) | 1 |
| betromen | S GASINES | ors; enecively recommen | ind such substant dischinary scoot and t | WORKING TITLE (IF ANY) | 4 |
| Dublia Car | And An | iminialmine 2704 | 5-16-15-335-00-01 | Chief of Nursing Services | -1 |
| Luniin oai | AICO W | IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | 3-10-10-333-00-01 | Other or Haratis Sel Alcas | 1 |
| 18. CHECK TH | E APPRO | PRIATE BOX IF THIS PO | SITION IS A: | | ٦ |
| | TVISOR | OR LEAD WORK | ŒR | | 1 |
| NOTE: 5 | upervisor | y or lead worker respons | ibilities <u>must</u> be described in a detailed | d duty statement(s) with a time percentage(s) allotted. | 1 |
| | | • | No. of the second | le incumbents or suthorized funded headcount: | |
| | | | | | _ |
| | Pasitio | n THis | Position Humber | No. of Incumbant or Funded Vacancies | \dashv |
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| OF THE WOR | K OF THIS | POSITION. NOTE: BIN | | NECESSARY FOR THE SUCCESSFUL PERFORMANCE NO OF SIGLLS AND ABILITIES AND LICENSURE OR N° CAN HO LONGER BE USED. | |
| diploma de degree in n two years p requires po skill level. | gree in r ursing a lediatric ssession | nursing and three years nd two years of profe experience and prior n of a valid driver's lic | es of progressively responsible prossional nursing experience; or (o) experience; or (o) experience working within the chicense and ability to travel; requires | education program resulting in an associate or refessional nursing experience; or (b) a bachelor a master's degree in nursing; preferably require and welfare system; requires basic computer skilling a ability to speak and write Spanish at a collegui | '5 15 8; 8i |
| Requires like | cansura | as a Registered Nur | rsa in the State of Illinois-copy of | f certificate required; requires current CPR (BL | 5) |

Sec. 18



Beverly J. Walker Acting Director

Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018

| Incumbent | Title | Position Number | Language |
|---------------------|-------------------------|-----------------------|----------|
| Eva Camacho | Day Care Licen. Rep. II | 11472-16-13-620-41-99 | Spanish |
| Denay Cortez | Day Care Licen. Rep. II | 11472-16-13-620-61-99 | Spanish |
| Beatrice Cueva-Cano | Day Care Licen. Rep. II | 11472-16-13-610-71-99 | Spanish |
| Yvonne Figueroa | Day Care Licen. Rep. II | 11472-16-13-610-31-99 | Spanish |
| Isabel Rodriguez | Day Care Licen. Rep. II | 11472-16-13-610-41-99 | Spanish |
| Migdalia Soto | Day Care Licen. Rep. II | 11472-16-13-610-61-99 | Spanish |
| Azalea Mejia | Day Care Licen. Rep. II | 11472-16-13-610-11-99 | Spanish |
| Laura Correa | Day Care Licen. Rep. II | 11472-16-13-620-33-99 | Spanish |
| Lizbeth Serrano | Day Care Licen. Rep. II | 11472-16-13-610-51-99 | Spanish |



illnois Department of CENTRAL MANAGEMENT SERVICES

| | | WORKING TITLE (IF ANY) | 1 | American Trans | 2 PO | ITON N | MBER | | |
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| icensing | | Day Care | 2.851 | | 0 m | 21 ESTAB | EBSH | | |
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| John Fredher | | 13. Grand Annie Street CO | UE | 1,000 | O MCs | 20 CLARE 27 ADOM | FY IDNALID | entical (| SHAME? |
| - Nortes Partie | | | | | | 21 ARCHI | COUNT | A CHANGE | Į. |
| Chicago | | RC063 | | N_ | | 40 DOWN 50 LATER SB UPWA | WARD R | TOCYLLOR | non ! |
| N OF TIME | Under supervision | RENT AND ACCURATE STATEME | NT OF PC | emon Es | EVITA | FUNCT | ONS. | AVA-AITA | <u> </u> |
| | 1 | orally and in writing, for Spanish | -h | | | | | | |
| 25% 20% 15% | 19 provides on year and ma | itial licensing studies and re-licer d standards, to determine eligibil ne liles of day care centers and h orderences with facility officers; or cansing activity (requesting nece expiration date of day care center as deemed necessary; makes a of review. going monitoring of assigned day king additional visits as needed; sing standards. | ny for ites lomes; co plans, equi frives to v issary ins r and hom ppropriat | naing or re inducts on- ulpment, a various loci pactions, p te licensing | Hicansinal Inspections to providing providing recomm | ng; cond pection, ical plani conduc praeppli es on-all nendatio | ucts preview ; cond t on-si cation a and ins foli | relimina ing and lucts te review forms, a other owing | ry ws. Hc.) |
| 20% | 2. Initiates re-liprior to the a consultation completion of 3. Provides on year and ma DCFS ficens 4. Investigates regulations a and presents | o standards, to determine eight to files of day care centers and it ograms, facility records, staffing to orierances with facility officers; of censing activity (requesting necesspiration data of day care center as deemed necessary; makes and review. going monitoring of assigned day liding additional visits as preselections and review. | ny for ites iomes; so plans, eq frives to v isseary ins r and hor ppropriat / care cer monitors Child Care for serife | making or re inducts on- ulpment, a various loc- pections, p le licensing iters and h facility ope a Act and D linse-exem | -Rossisis site installed in the site installed in the site installed in the site in the si | ng; cond pection, cal plan o conduc prasppli as on-all nendatio tailing ea to ensur and stan ies; per | ucts preview; conditions for sites of s | relimina ing and lucts te review forms, 4 other owing least on pilance summar | ny ws. nic.) nce pr with |
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| 5% | 7. | Obtains fire and her state and local fire i | | a from the Department of Public Health and from |
| 5% | 8. | Provides input into procedures, policies | | neetings regarding licensing requirements, |
| 5% | 9. | Performs other duti enumerated above. | | re reasonably within the scope of the duties |
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| 17. POSITION | TITLEAN | D NUMBER OF IMMEDIA | TE SUPERVISOR (Responsible for assign | ing and reviewing work, propering, conducting and signing |
| performanc | teulevo es | ons; effectively recomme | nding and imposing disciplinary action and a | idjusting grievances for the incumbent of this position.) |
| | | | - 40 40 40 40 41 | WORKING TITLE (IF ANY) |
| Public Ser | vice A | iministrator 3701 | 5-16-13-610-10-01 | Day Care Supervisor |
| 18. CHECK TH | E APPRO | PRIATE BOX IF THIS PO | STIONIS A: | |
| ☐ SUPE | RVISOR | OR LEAD WOR | KER | |
| NOTE: S | upendson | v or lead worker respons | sibilities west be described in a detailed | duty statement(s) with a time percentage(s) allotted. |
| | | | | e incumbents or sufficient Binded headcount: |
| II & DOX W | 23 C 100 to | Speak' wit hospost trac. | province transcer, and manufact or number of supercurate | E HICKINGING OF BREIGHTERS STREET, HENCETTIE |
| | Positio | n Title | Position Humber | No. of Incumbent or Funded Vacancies |
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| OF THE WORL | K OF THU | POSITION, NOTE: SIN | CE THERE ARE NOW SEVERAL OFTION | NECESSARY FOR THE SUCCESSFUL PERFORMANCE IS OF SIGLES AND ABILITIES AND LICENSURE OR |
| CERTIFICATION | ON IDENT | FIED ON STANDARDS, | THE PHRASE "SAME AS SPECIFICATION | F CAR NO LONGER SE USED. |
| Requires a | bachelor | 's decree from an ac | credited college or university with a | pecialization in early childhood education or child |
| developmen | nt; requir | es a minimum of 18 | hours of coursework in child develo | pment or early childhood education; requires two |
| | | | | en, or a daycare licensing program; requires roof of current auto insurance; requires ability to |
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| Employees of t | he Department of Children Marc | n and Family Services Rece th 31, 2018 | eiving Bilingual Pay |
|-----------------|-----------------------------------|---|----------------------|
| Incumbent | Title | Position Number | Language |
| Carlos Guerrero | Internal Security Inv.I | 21731-16-26-100-10-99 | Spanish |
| Maria Moreno | Technical Advisor II | 45252-16-03-200-11-99 | Spanish |
| Leticia Zavala | Technical Advisor II | 25252-16-26-000-30-99 | Spanish |
| Adriana Vera | Technical Advisor II | 45252-16-03-200-11-99 | Spanish |
| Carmen Medina | Technical Advisor III | 45253-16-00-221-10-99 | Spanish |



Hinois Department of CENTRAL MANAGEMENT SERVICES

| Easting Position | LE. | WORKING TITLE (IF ANY) | Corin | Over Code | 2. POS | ITHON NU | MBÉR | | |
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| Internal Secur | ily Investigator I | | 29 S | | | 1-16-2 | | -10-99 | |
| J. AGENCY | | 4. BUREAU DIVISION | | | 1 000 | & WENT | Y AN | SAUGT | E Q |
| Castring Promotes | | | | | | | | | |
| Hersterand Prister | | | | | _ | | - | 1 | |
| Children & F | emily Services | Office of the inspect | r Gener | rai | 0 | 016 | Υ | R | |
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| Havillarium Paulim | | | | | | | L | 04-16 | J-U |
| Investigation | 5 | | | | | | | | |
| | | | | Pulso | l 🗇 uco | 21 ESTAL 22 EXEM | T CODE | CHANGE | |
| 14. WORK LOCA | TION | 15 BARGAMING/TERM CO | DE | Exempt | I M LICE | 24 POSIT 26 CLAR | FY | | |
| | | 77.50 | | | | 27 ADDIT 28 WORK | COUNTY | CHANGE CHANGE | |
| New Parent Parkers | | RC062 | | | | 49 DOWN | eh Ward Ri | ALLOCAT | TION |
| Cook County | 48 POLISI PRO ATIK | Testino (191) | | N | 김윤 | 49 DOYAN 50 LATER 50 UPWA | AL REALI | LOCATION | |
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| | i responsible commer | mai (nierviews: conducts muline | Interview | re of collabor | raf grater | 200° 1200 | lesson ele | - | -87 |
| | i end essisis in condu | icling investigations: translates a | od Intem | rale both o | waller state | d in well | no for | Spanis | بط الأ ا |
| * | speaking individuals | conceming investigations, servi | ces, and | ргорег соп | pletion | of forms | | | • |
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| , | i onsecution: | analyzes evidence discovered in the control of the | inder oni | alicabia fad | aral and | clain of | mhalma . | and rule | is i |
| | 1 | | | | | | | | |
| 20% | 2. Reviews and | analyzes documentation by De | partment | , privata ag | ency ar | d exten | nal pers | onnei (| l.e., |
| | transcripts). | irance, Licensing, private agenc | es, there | pists, hosp | itals, an | d juveni | e and d | isnimit | CO |
| 4854 | | | | | | | | | |
| 15% | 3. Reviews and | d analyzes relevant records; peri | oms res | ponsible se | maltive, | confide | ntial Inti | BIVIOWS | i |
| | investigation | with police and other agencies; | PITYES TO | neid locatio | ns to co | induct o | n-site k | nterview Majoria | /S 8 |
| 4==4 | | | | | | | | | |
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| | | nd explores scenes and location | o paranc | nt to sivest | | _ | | | 4411 |
| | | nd other items involved in investi | gadons. | | | _ | | | |
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| 10% | 5. Conducts Of Department | nd other Items involved in investi IG investigations concerning Spi : translates and interprets, both (| pations. Snish spe Stally and | aking com | olainant | rich ene | 1385, CI aking t | clents dividus | of |
| | 5. Conducts Of Department concerning i | nd other items involved in investi IG investigations concerning Spi ; translates and interprets, both of investigations, services, and the | pations. enish spe erally and proper co | aking comp in writing, empletion o | elainant for Spar f forms. | nish spe | aking tr | ndividus | of i |
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| | | | | WORK | UNG TITLE (IF ANY) | |
| Senior Pul | blic Ser | vice Administrate | or 40070-16-26-100-00-01 | OIG (| Chief Legal Counsel | |
| 18. CHECK TH | E APPROI | PRIATE BOX IF THIS PO | DEITION IS A: | L | | |
| SUPER | | OR LEAD WOR | | | | |
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| | upervisory | | | | | |
| 40 - 5 | | | olbilities <u>must</u> be described in a detailed | | | ad. |
| H & OCK WE | | | sibilities <u>must</u> be described in a detailed position number, and number of subordinal | | | ind. |
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| | Pastion | above, list position (itie, | Position number, and number of subordinal Position Number | e Incumbe | nts or authorized funded headcount: No. of incumbent or Funded Vacance | |
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Minois Department of CENTRAL MANAGEMENT SERVICES

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Bruce Rauner Governor

Beverly J. Walker Acting Director

Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018

| Incumbent | Title | Position Number | Language |
|-----------------------|--------------------|-----------------------|----------|
| Marta Calvillo | Office Associate | 30015-16-33-000-05-29 | Spanish |
| Juan Calvillo | Office Associate | 30015-16-48-830-21-29 | Spanish |
| Gabriel Jara | Office Associate | 30015-16-03-212-01-29 | Spanish |
| Rosemarie Cruz | Office Associate | 30015-16-47-230-05-29 | Spanish |
| Leticia Fernandez | Office Associate | 30015-16-48-200-61-29 | Spanish |
| Mercedes Ramos | Office Associate | 30020-16-03-212-01-29 | Spanish |
| Gladys Lopez | Office Associate | 30015-16-33-400-01-29 | Spanish |
| Antonia Villegas | Office Associate | 30015-16-49-940-51-29 | Spanish |
| Amalia Melendez | Office Associate | 30015-16-13-720-21-29 | Spanish |
| Lorena Trevino-Larios | Office Associate | 30015-16-47-500-01-29 | Spanish |
| Antonia Villegas | Office Associate | 30015-16-49-200-71-29 | Spanish |
| Lorena Hernandez | Office Assistant | 30010-16-00-200-11-29 | Spanish |
| Maria Alicea | Office Coordinator | 30025-16-03-210-11-29 | Spanish |
| Rosa Molina-Lassalle | Office Coordinator | 30025-16-48-100-01-29 | Spanish |
| Eva Rebeles | Office Coordinator | 30025-16-49-200-01-29 | Spanish |
| Vanessa Flores | Office Associate | 30015-16-48-920-01-29 | Spanish |
| Ruby Melgoza | Office Associate | 30015-16-33-400-51-29 | Spanish |

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Illinois Department of CENTRAL MANAGEMENT SERVICES

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Hinois Department of CENTRAL MANAGEMENT SERVICES

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| performance evaluations; effectively recommer | rding and imposing disciplinary action and : | adjusting grievences for the incumbent of this position.) |
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| 18. CHECK THE APPROPRIATE BOX IF THIS PO GROWN OR GROWN OR LEAD WORK NOTE: Supervisory or lead worker response if a box was checked above, list position Bile, if Position Title 19. SPECIALIZED HONOWLEDGES, STOLLS, ABROTHE WORK OF THIS POSITION. NOTE: SINC CERTIFICATION IDENTIFIED ON STANDARDS. TRAGULTES knowledge, skill, and manual devices throwledge, skill, and manual devices. | SITION IS A: KER Abilities must be described in a detailed position number, and number of suburdinate position Number of Suburdinate Position Number Position | duty sistement(a) with a time percentage(e) effotted. Incumbents or suborted funded headcount: No. of incumbent or Funded Vacancies No. of incu |



Illinois Department of CENTRAL MANAGEMENT SERVICES

| 1. POSITION TIT | LE | | W | PRKING TITLE | (IF ANY) | Bargus Cade | 2 | stor little | 2. POS | TION NU | MBER | | |
|----------------------------------|--------|--|---|---|---|---|----------------------------------|--|--|---|--------------------------------|---------------------------|--------------------|
| Existing Position | | | | | | | | | 3002 | 0-16-0 | 3-210 | -11-99 | } |
| NewMedised Position Office Clerk | | | | | | 29 | <u> </u> | SS1 | 3002 | 0-16-0 | 3-212 | -01-99 | } |
| 3. AGENCY | | | <u>'</u> | 4. BUREAU/ | DIVISION | 1 29 | <u> </u> | 331 | 2 EXMT | 8 WORK | F AT | BAUDIT | # Office USE |
| Existing Position | - | | | | | | | | | COUNTY | | | \vdash |
| NewRevised Position | | | | - | <u></u> | | | | | | | | |
| Children and | Family | Services | | Office of L | egal Servi | Ces | | | 0 | 016 | Υ | R | 100 |
| Estating Position | | | | rt. ONIT | | | | - | 12 11040 | 3.010110 | ,,,,, | 08-0 | |
| YewRevised Position | | | | | | | | | | | L | | |
| OLS Central | Office | | | Clerical S | ирроп | | | | | 21 ESTAB 22 EXEMI | | CHANGE | |
| 14. WORK LOCA | TION | | | 15. BARGAIN | IING/TERM CO |)OE | | Rutan Exempt | ☑ MC0 | 24 POSIT | ION NUM | | IGE |
| Existing Pasition | | | | | | • | | | ☐ MC0 | 27 ADDIT 28 WORK | COUNTY | ENTICAL ('CHANGE | CHANG |
| Newflevsed Position | | | | | RC014 | _ | 33 | | ☐ MC1 | 21 ABOLE 49 DOWN 50 LATER | WARD R | | |
| Chicago % OF TIME | 16, CO | MPLETE, CURP | RENT AN | D ACCURA | | NT OF P | OSIT | IONES | I III MCI | SE LIPWA | RD REAL | | |
| 30% 20% 20% 15% | 2. | Provides cleasorting, and duplicates moperating control of the con | docume aterials mmonly sistance ourt loca ate stam | nt processi for staff; ph used office to visitors t lions. ps, and log | ng In accord totocopies a requipment by obtaining s all incomin | ance with nd collate in the pe and provi ng legal d | n est es re rforn iding | ablished ports ad nance of dinformation | d procend other of duties ation re | dures; re docum garding r incomi | elrieve: enls as court a | s and reque: ppeara | sled, nce |
| | 4. | Serves as ba and takes m | essage: | eceptionist, s. | greeling an | d direclin | ıg vis | illors; a | nswers | all incor | ning tel | lephone | e calls |
| 10% | 5. | Translates a available and | nd inter d the pro | prets, both oper comple | orally and in Hion of form | writing, f s. | or S | panish s | speakin | g clients | regard | ding ser | vices |
| 5% | 6. | Performs of enumerated | | es as require | ed or assign | ed which | are | reasoni | ably will | nin the s | cope o | f the du | ıti e s |
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| 16. (CONTINUED) | | | |
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| 17. POSITION TITLE AND NUMBER OF IMMEDI | ATE SUPERVISOR (Responsible for assign | ning and rev | lewing work, preparing, conducting and signing |
| performance evaluations; effectively recomme | ending and imposing disciplinary action and | | |
| Public Service Administrator 3701 | E 45 02 040 00 04 | | NG TITLE (IF ANY) |
| Fublic Service Administrator 370 | 19-10-03-212-00-01 | Court L | laison |
| 18. CHECK THE APPROPRIATE BOX IF THIS P | DSITION IS A: | - | |
| | | | |
| SUPERVISOR OR LEAD WOR | RKER | | |
| | | l aliceca membra | |
| NOTE: Supervisory or lead worker respon | asibilities <u>must</u> be described in a detailed | | 30 G1 S0 W 1 MIN 10 |
| | asibilities <u>must</u> be described in a detailed | | 30 G1 S0 W 1 MIN 10 |
| NOTE: Supervisory or lead worker responsified box was checked above, list position title, | usibilities <u>must</u> be described in a detailed position number, and number of subordinat | | ls or authorized funded headcount: |
| NOTE: Supervisory or lead worker respon | asibilities <u>must</u> be described in a detailed | | 30 G1 S0 W 1 MIN 10 |
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| NOTE: Supervisory or lead worker responsified box was checked above, list position title, | usibilities <u>must</u> be described in a detailed position number, and number of subordinat | | ls or authorized funded headcount: |
| NOTE: Supervisory or lead worker responsified box was checked above, list position title, | isibilities <u>must</u> be described in a detailed position number, and number of subordinat | | ls or authorized funded headcount: |
| NOTE: Supervisory or lead worker responsified box was checked above, list position title, | isibilities <u>must</u> be described in a detailed position number, and number of subordinat | | ls or authorized funded headcount: |
| NOTE: Supervisory or lead worker responsif a box was checked above, list position title. Position Title | salbilities <u>must</u> be described in a detailed position number, and number of subordinal Position Number | le incumben | Is or authorized funded headcount: No. of Incumbent or Funded Vacancies |
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| NOTE: Supervisory or lead worker responsif a box was checked above, list position title. Position Title 19. SPECIALIZED KNOWLEDGES, SKILLS, ABI | position number, and number of subordinal Position Number Position Number LITIES, LICENSURE OR CERTIFICATION ICE THERE ARE NOW SEVERAL OPTION | NECESSAF | No. of Incumbent or Funded Vacancies No. of Incumbent or Funded Vacancies RY FOR THE SUCCESSFUL PERFORMANCE S AND ABILITIES AND LICENSURE OR |
| NOTE: Supervisory or lead worker responsif a box was checked above, list position title. Position Title 19. SPECIALIZED KNOWLEDGES, SKILLS, ABI OF THE WORK OF THIS POSITION. NOTE: SIN CERTIFICATION IDENTIFIED ON STANDARDS, Requires knowledge, skill, and mental de- | position number, and number of subordinal Position Number Position Number LITIES, LICENSURE OR CERTIFICATION THE PHRASE "SAME AS SPECIFICATION THE PHRASE "SAME AS SPECIFICATION Evelopment equivalent to completion | NECESSAF S OF SKILI N° CAN NO | No. of Incumbent or Funded Vacancies No. of Incumbent or Funded Vacancies RY FOR THE SUCCESSFUL PERFORMANCE AND ABILITIES AND LICENSURE OR LONGER SE USED. |
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| NOTE: Supervisory or lead worker responsif a box was checked above, list position title. Position Title 19. SPECIALIZED KNOWLEDGES, SKILLS, ABI OF THE WORK OF THIS POSITION. NOTE: SIN CERTIFICATION IDENTIFIED ON STANDARDS, Requires knowledge, skill, and mental de- | position number, and number of subordinal Position Number Position Number LITIES, LICENSURE OR CERTIFICATION THE PHRASE "SAME AS SPECIFICATION THE PHRASE "SAME AS SPECIFICATION Evelopment equivalent to completion | NECESSAF S OF SKILI N° CAN NO | No. of Incumbent or Funded Vacancies No. of Incumbent or Funded Vacancies RY FOR THE SUCCESSFUL PERFORMANCE AND ABILITIES AND LICENSURE OR LONGER SE USED. |
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| NOTE: Supervisory or lead worker responsif a box was checked above, list position title. Position Title 19. SPECIALIZED KNOWLEDGES, SKILLS, ABI OF THE WORK OF THIS POSITION. NOTE: SIN CERTIFICATION IDENTIFIED ON STANDARDS, Requires knowledge, skill, and mental de- | position number, and number of subordinal Position Number Position Number LITIES, LICENSURE OR CERTIFICATION THE PHRASE "SAME AS SPECIFICATION THE PHRASE "SAME AS SPECIFICATION Evelopment equivalent to completion | NECESSAF S OF SKILI N° CAN NO | No. of Incumbent or Funded Vacancies No. of Incumbent or Funded Vacancies RY FOR THE SUCCESSFUL PERFORMANCE AND ABILITIES AND LICENSURE OR LONGER SE USED. |
| NOTE: Supervisory or lead worker responsif a box was checked above, list position title. Position Title 19. SPECIALIZED KNOWLEDGES, SKILLS, ABI OF THE WORK OF THIS POSITION. NOTE: SIN CERTIFICATION IDENTIFIED ON STANDARDS, Requires knowledge, skill, and mental de- | position number, and number of subordinal Position Number Position Number LITIES, LICENSURE OR CERTIFICATION THE PHRASE "SAME AS SPECIFICATION THE PHRASE "SAME AS SPECIFICATION Evelopment equivalent to completion | NECESSAF S OF SKILI N° CAN NO | No. of Incumbent or Funded Vacancies No. of Incumbent or Funded Vacancies RY FOR THE SUCCESSFUL PERFORMANCE AND ABILITIES AND LICENSURE OR LONGER SE USED. |
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Minols Department of CENTRAL MANAGEMENT SERVICES

| Estates Feature | TLE | | WORKING TITLE (IF ANY) | 1 | Franker Ster Steller Green | 2. PO | SITION N | | - | 0 - 15 |
|------------------------|----------|--|--|--|---|---|--|---|--------------------------------|-------------------------|
| Herritanies de Paulies | | | | | 1 | 300 | 25-18- | 40.41 | 20.0E 4 | 20 |
| Office Coord | | | | 29 | 222 | 1 | | | | |
| J. AGENCY | | | 4. BUREAU DIVISION | 1 29 | SS2 | 300 | 25-16- | | | |
| Estates Postage | | | | | | (220) | COUNTY | 12 | N. IAE | 1.GT-C |
| Handharised Panion | | | | | | |] | | | |
| Children & F | arnily S | Services | Cook South Region | | | | 040 | | | |
| 10. SECTION | | | 11. UNIT | | | 0 12.194 | 016 | N | R | TIME DATE |
| | | | | | | | | _ | | B-12 |
| Committee | | | | | | | | 1 | 11 | |
| Operations | | | | | | II | RI ESTA | R.M. | | 167 |
| 14. WORK LOCA | TION | _3 | 15. BARGAIMING/TERM CO | NE . | RAM Emopt | 묘쏂 | 121 (D18)1 124 POST | PT COO | E CHANG | HOE. |
| Existing Promot | | | - The state of the | | 200 | | 25 CLARI 27 ADDIT | FY Kamas I | DERMINAL | CUMO |
| Hereflerand Punton | | | | | | H | AB WORK | COUN | LA CHYMO | 6 |
| Harvey | | | RC014 | | N | | 48 DOMAN SS LATER SP UPWA FUNCT | MARD AL REA | REALLOCATIO | MON |
| % OF TIME | 18. CO | MPLETE, CUI | RENT AND ACCURATE STATEMENTS AND ACCURATE STATEMENTS IN Area Administrator, performs to and types confidential company | IT OF PO | | | FUNCT | IONS KONS | LOCATIO | H |
| 20% | 1. | utilizing vari of managen knowledge initiative and handled in s | iministrative secretarial and office styzes, and interprets data from vious data; makes independent dec nent policies concerning various p of program operations; takes actic i judgment to ensure that matters i manner so as to minimize the eff ing data in preparation for meeting | islons recognis; regrams; requiring | attention a patention and responds rized during attention a | lucts s wiedge to inqui g the si ine refs | pecial pr of rules ries requiso ried to c | ojects and i aring r's ab | and str denoral sence: (| idies ations ises |
| 20% | 2. | Properes an clients, profi and clarifica statistics, an various sons | nd types a variety of confidential consideration as and community agenciation of DCFS rules and procedure and questionnaires, exercising judgoces of information; organizes and prists, confidential files, rules and prists, confidential files, rules and prists, confidential files, rules | orrespond is outside s; prepan ment in ca | ience for a the Depar es and type enducting i | dminist iment 35 vark involve | ration to for purpo our form I search | ses of the | of information, lear | ation n no |
| 10% | 3. | Schedules a | ppointments for administrative sta | AT 14216 | | | | | | ltora |
| 10% | 4. | Arranges an travel vouch administrative | d submits business itineraries; co ers on a monthly basis; calculates re staff weekly. | ordinates and ensi | administra Ires accur | tive tra | vel requi | keme S time | nts; pro sheets | cosses for the |
| 10% | | , p p | orts, and reads incoming mail for a focuments to facilitate necessary | idministra actions; d | ilor, makin letermines | g notati routing | ions If no and sig | eded natun | ; attacho e requin | ed. |
| MECTON OF CAS | SIGNATUR | 30. | MENSONNE | AGS | CYHEADEG | | Colin | | 0 | VTIE. |

| 18. (CONTIN | VED) | | | | | | | | |
|----------------|-------------|---|---|-----------------------------------|--|---|--|--|--|
| % OF TIME | | | | | | _ | | | |
| 10% | 6. | or miscoded forms supervisor, manag determines wheth | is to supervisory stair and logs additi Idea subboens log of court appearan | lin case onalinio ces of wi | Information before returning incomple rmation after received back from hen workers are to report to court; | | | | |
| 10% | 7. | Translates and Interpretation | erpreis, both orally and in writing, for Spanish speaking clients regarding services proper completion of forms. | | | | | | |
| 5% | 8. | Prepares personn Office of Employer personnel office. | nel transaction forms for all staff; types evaluations for MC staff; serves as liaison to e Services to accept and distribute documents and requested information from | | | | | | |
| 5% | 9. | Performs other dulenumerated above | illes as required or assigned which a e. | K e feaso | nably within the scope of the duties | | | | |
| 17. POSITION | TITLE AND |) NUMBER DE BARETO | | | | | | | |
| perlomanc | e evaluatio | ns; effectively recomme | ending and imposing disciplinary action and a | rcinativa di pud suq usi | riewing work, preparing, conducting and signing fevances for the incumbent of this position.) | , | | | |
| | | | | | ING TITLE (IF ANY) | | | | |
| Senior Pub | HC Ser | vice Administrati | or 40070-16-49-200-00-01 | Area A | Administrator | | | | |
| 18. CHECK THE | APPROP | RIATE BOX IF THIS PO | OSITION IS A: | | | | | | |
| SUPER | VISOR | OR LEAD WOR | RKER | | | | | | |
| NOTE: Bu | pervisory | or lead worker menon | nativities out the december of the state of | | ment(s) with a time percentage(s) allotted. | | | | |
| If a box was | a chacked | Shrum Hel nosition title | market and and and a state of the state of | OUTY STIME | mends) with a time percentage(s) allotted. | | | | |
| | | | , position number, and number of subordinals | i rocumber | is or authorized funded headcount; | | | | |
| | Position | Title | Position Number | | No. of incumbent or Funded Vecancies | | | | |
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| 10. SPECIALIZE | ED KNOW | LEDGES, SKILLS, ASK | UTIES, LICENSURE OR CERTIFICATION IN | ECERTAL | Y FOR THE SUCCESSFUL PERFORMANCE | | | | |
| CERTIFICATION | OF THIS F | CSITION, NOTE: SING ED ON STANDARDS, T | CTIES, LICENSURE OR CERTIFICATION N ICE THERE ARE NOW SEVERAL OPTIONS THE PHRASE TAME AS SPECIFICATION | CAN NO | LI AND ABILITIES AND LICENSURE OR LONGER BE USED. | | | | |
| Requires kno | wiedge, : | skill, and mental de | Walnessed aculenteet to bus upon | l' secreta | rizi/business college or completion of | | | | |
| | | | 43 | | | | | | |
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12.32.31



Bruce Rauner Governor Beverly J. Walker Acting Director

Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018

| Incumbent | Title | Position Number | Language |
|---------------------|--------------------------|-----------------------|----------|
| Rosalva Acevedo | Public Service Admini. H | 37015-16-48-200-80-99 | Spanish |
| Victor Aranda | Public Service Admini. H | 37015-16-13-720-20-99 | Spanish |
| Hector Aviles | Public Service Admini. H | 37015-16-15-000-01-99 | Spanish |
| Alissandra Calderon | Public Service Admini. G | 37015-16-28-200-00-99 | Spanish |
| Deborah Folga | Public Service Admini. H | 37015-16-48-100-30-99 | Spanish |
| Cecelio Perez | Public Service Admini. G | 37015-16-18-422-90-99 | Spanish |
| Jose Garcia | Public Service Admini. H | 37015-16-15-210-31-99 | Spanish |
| Bridgette Glickman | Public Service Admini. H | 37015-16-28-400-10-99 | Spanish |
| Lourdes Colon | Public Service Admini. H | 37015-16-05-000-20-99 | Spanish |
| Marco Leonardo | Public Service Admini H | 37015-16-47-910-30-99 | Spanish |
| Evelyn Martinez | Public Service Admini. H | 37015-16-15-210-31-99 | Spanish |
| Susan Mellema | Public Service Admini. H | 37015-16-15-248-10-99 | Spanish |
| Jose Lopez | Public Service Admini. G | 37015-16-05-200-00-99 | Spanish |
| Sylvia Fonseca | Public Service Admini. H | 37015-16-60-430-30-99 | Spanish |
| Gloria Navarro | Public Service Admini. H | 37015-16-15-233-20-99 | Spanish |
| Liliana Romero | Public Service Admini. H | 37015-16-47-400-60-99 | Spanish |
| Isabel Tobias | Public Service Admini. H | 37015-16-47-920-40-99 | Spanish |
| Jeanette Camarillo | Public Service Admini. H | 37015-16-47-810-20-99 | Spanish |
| Luis Carrion | Public Service Admini, H | 37015-16-22-100-10-99 | Spanish |
| Urbano Anacleto | Public Service Admini. H | 37015-16-33-500-40-99 | Spanish |
| Clara Yanes | Public Service Admini. H | 37015-16-33-700-80-99 | Spanish |
| Rosa Frias | Public Service Admini. H | 37015-16-33-700-90-99 | Spanish |

EMAN DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

| 1. POSITION T | TILE | | - | WORKING TITLE (IF ANY) | 1 | Product Pale Codes Code | 2.70 | M NOTE | MACR | | _ |
|--------------------------------|----------------------|--|---|---|--|--|--|---|---|---|---|
| Heatherland Poster | | | | | | | | | | | |
| Public Serv | ice Adm | inistrator | Inves | ligations Team Supervisor | 29 | SS8 | 270 | = 40.0 | | | |
| J. AGENCY Existing Position | | | | 4. BUREAU/ DIVISION | | | 3/01 | 5-16-3 | 17-10 | 0-60-9 | 9 |
| | | | | | | | - | COUNTY | ALTP! | - | Late |
| Personal Person | 1 | | | | | | _ | | | | |
| Children and | d Family | Services | | Northern Region | | | 0 | 101 | ١,, | 1_ | |
| Easing Pearton | | | | 11. UNIT | | | 12.1100 | #COOK | N | R 11. SPECT | WE CATE |
| | | | | | | | , All 100 | | | 12-1 | 8-14 |
| Operations | | | | Child Protection/Invest | gations | 3 | - I | | L | | |
| 14. WORK LOCAL | ATION | | | 18. BARGAINING/TERM CODE | | Ridan Everyt | | 24 POSIT | T CODE | ECHANGE BERCHAN | |
| Perfected Posters | | | | | | | | a work | COURT | ENTICAL C | HANGE |
| Rockford W OF TIME | 1 46 66 | | | RC063 | MC028 WORK COUNTY CHANGE MC021 AROUSH D MC149 DOWNWARD REALLOCATION MC159 LATERAL REALLOCATION MC158 UPWARD REALLOCATION | | | | | | |
| N OF THE | I Indee | MPLETE, CURI | RENT A | ND ACCURATE STATEMENT In of the Area Administrato the activities of a learn of n | OF PO | SITION ES | ÉVIV | FUNCT | RD REAL | LOCATION | |
| 20% | refers i orally a | natances required in writing, in the property of the property of the property of all applications and enforces activities; proto to attend median and enforces to attend median and enforces activities. | sking po for Span vises, re conductik child ab gress in ical state ble state i team s wides at etings a | , careas the child protection is the carea as fialson with other also and objectives to ensure tential disciplinary action in this speaking clients. Indicate the coordinates the procedural time in the cast of the cast of the carea time in or rederal taws and Department of reports; explains, making of reports; explains procedure the conferences. | e activité e activité estigation meets emes, e coltors, diment m mar; ma rage; de | es of a tea es of a tea ns; provide weekly will stablishes and enfon ules and p ikes critica tves to var | or; trans or; trans or; trans or of pro es nece: h staff to and imp es com rocedur i decisions loc | ie perfo ilales ar plession isany le discus plance es; dave es; dave es; dave es; dave es; dave es; dave es; dave | mand ad inter choice s spec s a syr with the ase re hrough | e object rprets, b stigator: I directio sific repo stem for la provis impleme fated | ives; oth n and rts; lons nls, |
| 20% | j. | action to Area | a Admin | ipervisor; assigns and revi egarding work performanc isirator; reassigns staff to p approves/disapproves tim | 0, 101012 | BURNIE | Ledniu | ng poter | ivai di | sciolinar | , |
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| II. (CONTINU | ED) | | |
|---|--|---|--|
| 10% | 4. | Establishes and maintains effective linkages with comenforcement, achools, and social service agencies, to through operational partnerships; maintains regular coverifies that investigative staff are aware of community for clients; manages and supervises the process of re Norman, child welfare nurse specialists, educational lies. | enhance child welfare and protective services ommunication with Department stakeholders; y providers and how to access provider services ferral of cases to specialty areas such as |
| 10% | 5. | Explains and enforces agency policies, procedures, si recommended and/or nawly enacted policies and procedure action with Administrators; monitors to ensure te improvement (LQI) team and that a Local Quality Unit agendas, etc. is maintained; monitors to ensure that the Council requirements; monitors to ensure staff organization order, monitors to ensure case confidentiality. | cedures, providing input and discussing effects of am is functioning as a Local Quality (LQI) binder including minutes, action plans, the team participates fully in all Regional Quality |
| 10% | 6. | Translates and interprets, both orally and in writing, fo available and the proper completion of forms. | r Spanish speaking clients regarding services |
| 5% | 7. | Serves as flaison with permanency staff to coordinate and client services; coordinates general field service a placement staff, including joint staff efforts, physical p telecommunications, equipment, etc. | and work efforts among child protection and |
| 5% | 8. | Provides input into quality assurance activities; raview issues and makes recommendations to administrative management upon request. | rs various reports on quality assurance and othe a staff; provides ongoing operational reports to |
| 5% | | Performs other duties as required or assigned which a enumerated above. | |
| 7. POSITION performano | ITTLE AN | O NUMBER OF IMMEDIATE SUPERVISOR (Responsible for easily ens; affectively recommending and imposing disciplinary scillor and | ring and reviewing work, preparing, conducting and signing adjusting grievances for the incumbent of this position.) |
| | | | WORKING TITLE (IF ANY) |
| | Hc Ser | vice Administrator 40070-16-31-100-00-02 | |
| 3enior Pub | 1110 001 | AND ADMINISTRAL ADDIG TO BE 100 OF OF | Area Administrator |
| a. CHECK THE | APPRO | PRIATE BOX IF THIS POSITION IS A: | Area Administrator |
| | APPRO | | Area Administrator |
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18. SPECIALIZED KNOWLEDGES, SKILLS, ABRITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABRITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION CAN NO LONGER BE USED.

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license; requires ability to speak and write Spanish at a colloquial skill level.



Bruce Rauner Governor Beverly J. Walker Acting Director

| Employees of the l | - | and Family Services Receins 11, 2018 | iving Bilingual Pay |
|--------------------|-------|--------------------------------------|---------------------|
| Incumbent | Title | Position Number | Language |

| Incumbent | Title | Position Number | Language |
|-------------------|----------------------------|-----------------------|----------|
| Martha Babbington | Social.Ser.Prg.Planner III | 41313-16-64-300-22-99 | Spanish |
| Vanessa Castro | Social.Ser.Prg.Planner IV | 41314-16-66-200-05-98 | Spanish |
| Darlene Feliciano | Social.Ser.Prg.Planner IV | 41314-16-08-800-21-99 | Spanish |
| Tony Correa | Social.Ser.Prg.Planner IV | 41314-16-65-100-21-99 | Spanish |
| Maria Gregory | Social.Ser.Prg.Planner IV | 41314-16-65-320-10-99 | Spanish |
| Maria Loayza | Social.Ser.Prg.Planner IV | 41314-16-60-450-41-98 | Spanish |
| Rhonda Chavez | Social.Ser.Prg.Planner IV | 41314-16-65-320-10-99 | Spanish |
| Maria Hernandez | Social.Ser.Prg.Planner IV | 41314-16-48-400-61-99 | Spanish |



Illinois Department of CENTRAL MANAGEMENT SERVICES

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| 3. AGENCY | Program Planner III | 4. BUREAU DIVISION | 29 | 88 | 4131 | 3-16-6 | 4-300 | -22-9 | |
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| 30% 20% | operation of the Region speaking clients. 1. Coordinates, p with Departme client children, development of provides technical periodes and reviews mensure adequate in the best inte. 2. Conducts mon program plan; of contract, inc. service, and contract, inc. service, and contract additional services are services. | ion, including child day care polities; recommends and review hal Contract Unit; translates a charact Character children, and other children, and other children, and other children; or character children, and character children, and procedurely of program coverage, and rest of the Department; drives the character of the Department; drives the character children provided, numbracted amounts; notifies Report of discrepancies; monitorices and/or funding and recording | re method and interpretation, incoming the segion, incoming the segion of rules in acheric rest to premior a to promore to various andors/prossure the segional Company of the | is, policie ets, both irs purcha iuding ch illes; colla isse of se is, policies ig to the i vent prog te efficier is location viders to st vendon sppropria ontracts A | s, and pro- orally and see of ser- ild day oralles were volce con- and proc- arm over- it utilization in the paralles of dinantation of dinantation oralles oness of dinantation | vice con re progretit Dep vith Dep tracts are edures to ne control an of res performa ompliances are co clients a stor, Dep | tracts in tracts in tracts in tracts in tracts in tracts in the tracts of the tracts o | d in the Spanish n according to the property of the pro- tioning; oral pro- tion, to ommen tion, to ommen to and said the property of the prop | dance frment in the viders, ids rvices end erms ty of |
| 20% 10% | Administrator. 3. Through the use of Department systems, prepares written reports of reviews conducted and performs necessary data entry functions in Contracts database related to on-going evaluation a tracking of compliance and expenditures; manages appropriation accounts for assigned contra prepares reports as assigned. 4. Enters and maintains complex information systems and systems of data collection to ensure the vandor/new/dec contraction and contraction and contractions. | | | | | | | cts; | |
| DIRECTOR OF CLE | the region with vendors/provid corrective actio | in timeframes indicated in the ers regarding delinquent, incom plans. | program mplete, a | njao: oo: | d narrativ lacts and irate repo | e report | Bro 51 | rbmitter ith ias to | at d to |
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| | 10% | 5. | Translates and initiation available and the | | i la writina, fa | er Spani | sh speaking clients regarding service | 5 | | |
| - | 5% | 6. | in tellionism shello | s abstracts for all contracts and amendments for the assigned region as needed; enters data all spending plan and annual projections of funding needed; monitors to ensure adherence to ad/or funding deficits. | | | | | | |
| | 5% | 7. | Performs other du enumeraled above | lies as required or assi a. | igned which a | era fere | conably within the scope of the duties | | | |
| 17. | POSITION | TITLE AN | O NUMBER OF WINED | ATE SUPERVISOR (Respo | rrefible for assign | ting and it | eviewing work, proparing, conducting and sign grievances for the incumbent of this position.) | ina | | |
| | benomme | o evernes | ons; effectively recomme | nding and imposing discipili | nary action and | adjusting | grievances for the incumbent of this position.) | | | |
| _ | | | | | | WOR | ONG TITLE (IF ANY) | _ | | |
| ۲u | DIIC Sen | vice Ac | iministrator 3701 | 5-16-64-300-20-01 | | Contr | acts Administrator-Cook County | | | |
| 18.0 | CHECK THE | APPRO | PRIATE BOX IF THIS PO | MITTOCHI IS A. | | | | | | |
| 1558 | SCHOOL PARKET | | | | | | | Albert 1 | | |
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Minole Department of CENTRAL MANAGEMENT SERVICES

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| | ce Program Planner IV | Recruitment and Resource Specialist | 29 | SS | 41314-16-31-000-21-02 41314-16-31-000-21-99 | | | | |
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| 10% | 4. | in conjunction wit service needs. | th the Office of Contract Admini | stration, develops contracts for unmet | | | | | | |
| 10% | 5. | specialized, probl | ional assistance and resource d lematic service need cases; cor If the region to determine unmet | evelopment support to casework staff with iducts annual needs assessments in I service needs. | | | | | | |
| 10% | 6. | Provides and maintains reports and analyzes data with respective workers, supervisors, and administrators to facilitate an understanding and awareness of foster parent recruitment and resource needs in order to effectively develop recruitment plans and address placement and service needs; prepares and maintains necessary documentation/statistics and records documentation of activities on a monthly basis or as needed. | | | | | | | | |
| 10% | 7. | 7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms. | | | | | | | | |
| 5% | 8. Serves as liaison with the Division of Quality Assurance and Monitoring regarding foster parent recruitment and resource needs; develops and maintains a high level of knowledge regarding foster program data analysis and its application to program improvement on a regional and statewide level. | | | | | | | | | |
| 5% | 9. | Performs other deduties enumerate | uties as required or assigned wi d above. | hich are reasonably within the scope of the | | | | | | |
| 12 position | 777.5.41 | A SERVICE AF GALLERY | THE RESIDENCE AND ADDRESS OF THE PERSON OF T | | | | | | | |
| Performan | ce evaluat | lose: ellectively tecourse | nding and imposing disciplinary action and | ing and reviewing work, preparing, conducting and signing adjusting grievances for the incumbent of this position.) | | | | | | |
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| | | A STATE OF THE STA | 5-16-33-000-20-01 | Recruitment and Resource Team Supervisor | | | | | | |
| 18. CHECK TH | E APPRO | PRIATE BOX IF THIS PO | ISTION IS A: | 33631034 | | | | | | |
| C) SUPER | ROZIVS | OR LEAD WOR | KER | | | | | | | |
| NOTE: 8 | upervisor | y or lead worker respon: | sibilities <u>myst</u> be described in a detailed | duty statement(s) with a time percentage(s) atlotted. | | | | | | |
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